

**MINUTES  
OF THE REGULAR MEETING OF THE  
VETERANS MEMORIAL COMMITTEE  
HELD AT CITY HALL  
AUGUST 23, 2013  
7:30 AM**

***I. CALL TO ORDER***

Chairman Olson called the meeting to order at 7:35 am

***II. ROLL CALL***

Answering roll call were Members Cardarelle, Christiaansen, Crain, Elliot, Kojetin, Olson, and Schwartz.

Staff in attendance: Kristin Aarsvold, Edina Park and Recreation Department Supervisor

Others in attendance: None.

***III. APPROVAL OF MEETING AGENDA***

**Motion by Member Cardarelle and seconded by Member Kojetin to approve the meeting agenda, as presented.**

Ayes: Cardarelle, Christiaansen, Crain, Elliot, Kojetin, Olson, and Schwartz. Motion carried.

***IV. ADOPTION OF CONSENT AGENDA***

**A. Approval of the June 21, 2013 Veterans Memorial Committee Meeting Minutes.**

**Motion by Member Kojetin and seconded by Member Cardarelle to approve the meeting minutes from the June 21, 2013 meeting as presented.**

Ayes: Cardarelle, Christiaansen, Crain, Elliot, Kojetin, Olson, and Schwartz. Motion carried.

***V. COMMUNITY COMMENT***

There were no members of the general public present at the meeting.

***VI. INTRODUCTION OF NEW MEMBERS***

Chair Olson introduced the newest members of the Board and asked that they tell the Committee a bit about themselves.

**A. Peter Crain**

Peter Crain stated that he owns a construction company based in Edina and has also been involved on the Parade Committee for a few years.

**B. Lance Elliott**

Lance Elliott stated that he is a Civil Engineer and owns a civil engineering and construction company. He advised that he has five children and also lives in Edina. He advised that he has 15 years of experience in design build projects, similar to this type of project. He confirmed that he was brought into the Committee through his neighbor, Peter Crain, as they believed that together they could assist in the project.

## **VII. THOUGHTS ON GOING FORWARD**

### **A. Retain Elliott Design**

Chair Olson stated that SEH has quoted an additional \$38,000 for the site plans. He noted that Member Elliott would be willing to charge \$19,000 and donate the additional \$19,000 in a gift in kind. He stated that he has spoken with City Manager Scott Neal and the City is willing to pay the \$19,000 so that the Committee will not have to dip into their funds. He confirmed that the Committee Members were comfortable hiring Member Elliott to complete the work.

Member Schwartz stated that he did not believe that the Committee has any loyalty to SEH and was excited to see a member of the community and a Member of the Committee involved in the project.

Member Christiaansen stated that the Committee should recognize that there may be changes and tweaks going forward and noted that it would be helpful to be aware of cost savings measures as this moves forward.

Member Elliott stated that his intent would be to have an end project that meets the concept plan developed by SEH. He stated that during the design phase he will show alternatives including the materials proposed by SEH as well as additional materials that the Committee could choose.

Chair Olson was encouraged that the right people were now on the Committee to assist in this portion of the project and noted that Members can now focus on their area of expertise as this project is actually moving forward. He questioned how the payment to Member Elliott should occur.

Member Elliott stated that he is flexible with payment timing.

Member Crain stated that usually there is a retainer of 10 percent and then the remaining balance could be paid when the work is complete or the payment could be split throughout the process into two payments. He stated that possibly Member Elliott may incur costs throughout the process and did not feel that he should have to front those costs, noting that those costs could be estimated and paid.

Chair Olson confirmed that there would not be a conflict of interest for Member Elliott to be a Member of the Committee and to be paid for this work. He noted that only projects with a cost exceeding \$25,000 must be bid. He advised that City Manager Scott Neal has approved this and is excited. He noted that he has also met with the Mayor.

Mrs. Aarsvold stated that the check must be approved at a Council meeting, so timing wise the Committee would need to be conscious of that.

Chair Olson stated that he will work with Member Elliott and City staff to work out the details of the payment.

**Motion by Member Kojetin and seconded by Member Schwartz to retain Elliott Design to design construction documents and bid specifications.**

Ayes: Cardarelle, Christiaansen, Crain, Kojetin, Olson, and Schwartz. Abstained: Elliot. Motion carried.

## **B. Funds from City**

No additional comments made.

## ***VIII. SURVEY***

Member Cardarelle confirmed that he has completed the soil borings for the site and advised of the site conditions, noting the placement of underground electric and water infrastructure.

Ms. Aarsvold stated that she would scan the documents and email copies to the necessary Members.

Member Cardarelle stated that he would recommend moving the site ahead approximately 15 feet due to the underground infrastructure.

Chair Olson stated that the first option would be to move the placement.

Member Schwartz stated that the one issue that was brought forward by residents at the Fourth of July Parade was whether trees would be cut down.

Member Cardarelle stated that the monument should be shifted slightly without the need to remove trees.

Member Christiaansen stated that the monument could be moved slightly and would not be directly over the infrastructure.

Member Crain stated that in his experience there are things over infrastructure and noted that this would be included in the survey work or the work completed by Member Elliott.

Ms. Aarsvold stated that she could provide the survey to the City Engineers in attempt to gain any feedback.

Member Crain stated that in his opinion he would like to keep the monument where it was proposed because of the location of the trees and roots.

Ms. Aarsvold stated that she would provide the feedback from the City Engineer to Members Crain and Elliott.

## ***IX. WATERSHED DISTRICT***

Member Kojetin provided information regarding the Watershed District. He referenced an onsite bathroom that is on the five year Plan for the City to be remodeled and also referenced a canoe landing. He stated that he has another meeting with the Watershed District and there is a chance for the City to partner with the City to do improvement work along the shoreline. He stated that if that work is done proactively in a cost-share opportunity with the City and the Watershed District that work would not be required to be done in conjunction with the memorial.

Member Crain questioned if anyone had actually asked the Watershed District what would be required for simply this project and not the entire park.

Member Kojetin confirmed that the plan includes the necessary improvement that would be needed for simply the monument but noted that the overall improvement for the park will be needed and this would be an opportunity for the City to cost-share the work with the Watershed District. He explained that overall improvement would offset the memorial and therefore the Committee would not be responsible for the raingarden work.

Member Crain noted that the sidewalk should be added to the survey as well.

## **X. SUB-COMMITTEE REPORTS**

### **A. Fundraising**

No report.

### **B. Design of Eagle**

Ms. Aarsvold provided an update noting that there would be some copyright information. She confirmed that the original artist was paid \$3,800 but advised that it was believed that the design work could be completed by another firm for a lesser amount. She confirmed that the funds were used to develop a model for the sculpture and advised that because of copyright issues the model could not be used. She provided a recap of the progress that Member Reed had been making with a sculpture in Wisconsin but stated that she did not have another update at this time. She stated that she would speak with the City Manager/City Attorney to determine how to terminate the agreement with the original artist. She advised that she would provide an update to the Committee at the next meeting.

### **C. Marketing**

Ms. Aarsvold stated that perhaps someone should speak with the Edina Community Foundation to gain a more visible and easy to find spot on the website.

Chair Olson noted that the Parade started their own webpage.

Member Crain questioned how many hits the Committee has received from this page.

Ms. Aarsvold provided a demonstration of how to access the group under the Edina Community Foundation website. It was found that the information was very out of date and it was difficult to find how to make a contribution.

Member Crain stated that the Committee could make their own website, which links to the donation page.

## **XI. NEXT STEPS**

### **A. What We Need to be Successful**

Chair Olson stated that he believed that the players needed were now in the room and recapped the actions that the Members will take in the next month. He encouraged fundraising efforts to continue to move this project forward.

**Motion by Member Cardarelle and seconded by Member Crain to adjourn the meeting.**

Ayes: Cardarelle, Christiaansen, Crain, Kojetin, Olson, and Schwartz. Abstained: Elliot. Motion carried.

Meeting adjourned at 8:38 a.m.